

County of San Diego  
Revised: April 23, 2001  
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ENVIRONMENTAL MANAGEMENT TRAINEE	Class No. 003513
ENVIRONMENTAL MANAGEMENT SPECIALIST I	Class No. 003516
ENVIRONMENTAL MANAGEMENT SPECIALIST II	Class No. 003515
<u>ENVIRONMENTAL MANAGEMENT SPECIALIST III</u>	Class No. 003514

**DEFINITION:**

To perform professional environmental studies; to make presentations and recommendations in the preparation and implementation of environmental policies, plans and environmental impact reports; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Environmental Management series has four levels: Environmental Management Trainee, Environmental Management Specialist I, Environmental Management Specialist II, and Environmental Management Specialist III.

**Environmental Management Trainee:**

This is the first-level of this series that works under direct supervision on the processing of a variety of low complexity projects generally characterized by having little to no public controversy, few environmental planning issues and lower level decision-making body (e.g. Department Director, or Zoning). As incumbents gain experience, they are gradually assigned projects of expanded scope with less direct supervision. The next higher class, Environmental Management Specialist I, is distinguished from this level in that incumbents receive close supervision and more complex assignments.

**Environmental Management Specialist I:**

This is the second-level of this series that works under close supervision on the processing of a variety of average complexity projects. As incumbents gain experience, they are gradually assigned projects of greater complexity. The next higher class, Environmental Management Specialist II, is distinguished from this level in that incumbents receive general supervision and assignments of higher complexity.

**Environmental Management Specialist II:**

This is the journey-level class in this series. Incumbents are responsible for processing highly complex projects generally characterized as having substantial public controversy, several environmental planning issues, and/or a higher level decision making body (e.g. Planning Commission, Board of Supervisors) including the processing of projects requiring the preparation of Environmental Impact Reports. The next higher class, Environmental Management Specialist III, is distinguished from this level in that incumbents have supervisory and administrative or lead responsibilities.

**Environmental Management Specialist III:**

This is the first supervisory or lead-level in this series. Incumbents may have specialized knowledge and may serve  
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as a consultant performing direct services where the primary role is expert in an environmental field. This class is

distinguished from the next lower class, Environmental Management Specialist II, by its supervisory and/or lead responsibilities and level of expertise and experience in a particular or specialized field.

#### **EXAMPLES OF DUTIES:**

Evaluates discretionary project applications for compliance with the California Environmental Quality Act (CEQA), environmental laws, ordinances, policies, and general principles relating to environmental resource planning; reviews, comments and documents data, analysis, and conclusions on environmental issues and legal requirements related to projects; collects data and completes analyses in support of the preparation of county policies, plans and programs concerning environmental issues; coordinates with county and other federal, state and local agency staff to assure compliance with applicable resolutions; conducts field research to evaluate environmental issues; evaluates reports prepared by environmental consultants; performs research to provide the public and management with information and updates on old and current projects; performs various research tasks involving a variety of environmental and land use related issues at the request of County management; administers consultant contracts for the completion of environmental analyses conducted pursuant to the California Environment Quality Act; gives oral presentations and responds to questions of county public hearing bodies and county management; interfaces with discretionary land use project applicants (privately initiated projects), attorneys and consultants on the requirements of CEQA and other laws, ordinances and policies relating to environmental resources; develops and manages project schedules and budgets; evaluates the consistency of project submittals with regard to previously imposed conditions of approval and county ordinances; and responds to public (both at public counter and by telephone) inquiries regarding environmental issues and project processing.

#### **Environmental Management Specialist III (in addition to the above):**

May supervise staff in the preparation of environmental impact reports, environmentally oriented elements of general and community plans, or specialized environmental studies; assigns, reviews and evaluates the work of others; develops recommendations and assists in the implementation of environmental legislation, policies, and procedures; and conducts training sessions to ensure compliance with all pertinent Federal, State, and County ordinances and regulations to promote growth and development of all environmental staff.

#### **SPECIALTY AREAS:**

Specific environmental disciplines requiring special education, experience and training are available for the Environmental Management Specialist I and II level positions. Examples of additional duties associated with these disciplines are listed as follows:

##### **Generalist:**

Prepares portions of or entire Environmental Impact Reports; initiates studies and/or environmental policies in any of the life or physical sciences including archaeology, biology, geography, geology, ecology, zoology, and environmental management.

##### **Archaeology:**

Provides technical expertise in the field of archaeology; prepares and/or reviews projects for potential archaeological issues, archaeological survey reports, research designs, data recovery reports and cultural resource management

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plans prepared by consultants; assesses significance of prehistoric and historic archaeology or historic architectural resources; and suggests appropriate mitigation measures for the protection of prehistoric and historic archaeology or historic architectural resources.

**Biology:**

Provides technical expertise in the field of biology; prepares and/or reviews projects for potential biological issues, biological survey reports resource management plans prepared by consultants; assesses significance of biological resources; suggests appropriate mitigation measures for the protection of biological resources.

**Geology:**

Provides technical expertise in the field of geology; reviews projects to identify potential geologic issues and technical reports covering such topics as geologic hazards (e.g. landslides, rock fall, seismic rupture, soils), mineral resources, and adverse soil conditions; assesses the significance of geologic hazards and resources; and suggests appropriate mitigation measures to minimize geologic hazards and to protect and use geologic resources appropriately.

**Noise:**

Provides technical expertise in the field of acoustics; reviews projects to identify potential noise related issues, technical reports covering potential noise related issues completed by consultants (including the monitoring of noise levels and calculating anticipated noise levels); and recommends appropriate mitigation measures for the minimization of adverse noise related impacts.

**Agricultural Resource:**

Provides technical expertise in the field of agricultural and environmental issues, and for specialized local issues; reviews projects to identify potential agricultural/urban interface issues and responds to the Agricultural Interface Board process; analyzes the impact of federal, state and county legislation on agriculture and the environment; and coordinates the gathering and preparation of statistics related to agriculture.

**MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: TRN = Environmental Management Trainee  
I = Environmental Management Specialist I  
II = Environmental Management Specialist II  
III = Environmental Management Specialist III

**TRN I II III**

G	T	T	T	Environmental issues relating to one or more of the following life or physical sciences: archaeology, biology, geography, geology, ecology, zoology, air quality and noise, water resources and quality, land use planning, transportation, energy, environmental management, and agriculture.
G	G	T	T	Effective report writing and problem solving.
G	G	T	T	Research methods and techniques.
G	G	T	T	Basic word processing and presentation software.

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- G T T Project management methods and techniques.
- G T T The California Environmental Quality Act (CEQA), and other federal, state, county, and local laws and ordinances pertaining to the environment.
- -- G T Environmental impact report processes.

**Skills and Abilities to:**

- Effectively communicate, both orally and in writing.
- Summarize technical information relevant to environmental issues.
- Collect and categorize environmental data.
- Identify and evaluate environmental resources.
- Make oral presentations at public hearings or meetings.
- Deal tactfully and effectively with the public and provide quality customer service.
- Perform specialized environmental studies.
- Write reports and make recommendations.

**Environmental Management Specialist III only (in addition to the above):**

- Supervise or lead a multi-disciplinary team.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which would likely demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

**Environmental Management Trainee:**

1. A Bachelor's degree from an accredited college or university in anthropology with an emphasis in archaeology; biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences: geography with a concentration in conservation of environmental quality, natural resources or physical geography; ecology; zoology; engineering with an emphasis in acoustics; or environmental management; OR,
2. Completion of a community college certificate in a suitable field of study; AND, two (2) years of experience in a planning/environmental agency.

**Environmental Management Specialist I:**

**Generalist:**

1. A Master's degree from an accredited college or university in anthropology with an emphasis in archaeology; biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences; geography; ecology; zoology; engineering with an emphasis in acoustics; or environmental management; OR,
2. A Bachelor's degree in discipline as listed in master's degree; AND, one (1) year of professional level experience in a planning/environmental agency.

**Environmental Management Specialist I Specialty Areas:**

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**Archaeology:**

1. Qualified archaeologist as defined by the County of San Diego Archaeological/Historical report procedures; AND,
2. A Master's degree from an accredited college or university in anthropology with an emphasis in archaeology; OR,
3. A Bachelor's degree (school and discipline as in master's); AND, one (1) year of professional level experience in the field of archaeology.

**Biology:**

1. A Master's degree from an accredited college or university in biology with a concentration in wildlife and/or botany; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, one (1) year of professional level experience in the field of biology.

**Geology:**

1. A Master's degree from an accredited college or university in geology, geography with a concentration in conservation of environmental quality, natural resources or physical geography or environmental management; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, one (1) year of professional level experience in the field of geology.

**Noise:**

1. A Master's degree from an accredited college or university in engineering with emphasis in acoustics; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, one (1) year of professional level experience in the field of acoustics.

**Agricultural Resource:**

1. A Master's degree from an accredited college or university in agriculture; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, one (1) year of professional level experience in the field of agriculture or related field.

**Environmental Management Specialist II:****Generalist:**

1. A Master's degree from an accredited college or university in anthropology with an emphasis in archaeology; biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences; geography; ecology; zoology; engineering with an emphasis in acoustics; or environmental management; AND, one (1) year of professional level experience in a planning or environmental agency; OR,

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2. A Bachelor's degree (school and discipline as in master's); AND, two (2) years of professional level experience as stated above.

**Environmental Management Specialist II Specialty Areas:**

**Archaeology:**

1. Qualified archaeologist as defined by the County of San Diego Archaeological/Historical report procedures; AND,
2. A Master's degree from an accredited college or university in anthropology with an emphasis in archaeology; AND, one (1) year of professional level experience in a planning agency in the field of archaeology; OR,
3. A Bachelor's degree (school and discipline as in master's); AND, two (2) years of professional level experience as stated above, one (1) year of which must be in the field of archaeology.

**Biology:**

1. A Master's degree from an accredited college or university in biology with a concentration in wildlife and/or botany; AND, one (1) year of professional level experience in a planning agency in the field of biology; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, two (2) years of professional level experience as stated above, one (1) year of which must be in the field of biology.

**Geology:**

1. A Master's degree from an accredited college or university in geology, geography with a concentration in conservation of environmental quality, natural resources or physical geography, or environmental management; AND, one (1) year of professional level experience in a planning agency in the field of geology; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, two (2) years of professional level experience as stated above, one (1) year of which must be in the field of geology.

**Noise:**

1. A Master's degree from an accredited college or university in engineering with emphasis in acoustics; AND, one (1) year of professional level experience in a planning agency in the field of acoustics; OR,
2. A Bachelor's degree (school and discipline as in master's), AND two (2) years of professional level experience as stated above, one (1) year of which must be in the field of acoustics.

**Agricultural Resource:**

1. A Master's degree from an accredited college or university in agriculture; AND, one (1) year of professional level experience in a planning agency in the field of agriculture or a related field; OR,
2. A Bachelor's degree (school and discipline as in master's); AND two (2) years of professional level experience as stated above, one (1) year of which must be in the field of agriculture or related field.

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**Environmental Management Specialist III:**

1. A Master's degree from an accredited college or university in anthropology with an emphasis in archaeology; biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences: geography; ecology; zoology; engineering with an emphasis in acoustics; or environmental management; AND, three (3) years of professional level experience as stated above, one (1) year of which was at the level of an Environmental Management Specialist II; OR,
2. A Bachelor's degree (school and discipline as in master's); AND, three (3) years of professional level experience as stated above, one (1) year of which was at the level of an Environmental Management Specialist II.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****(Environmental Management Specialist I-III only)****Note:**

Professional level experience in a planning agency may substitute for education on a year-for-year basis, for up to two (2) years of the education requirement. Experience should have included writing narrative reports and recommendations, and making presentations to a Board of Supervisors, a Planning Commission, and/or a Board of Planning and Zoning Appeals, or similar legislative and administrative bodies.

**License:**

A valid California Class C driver's license, or the ability to arrange transportation for field travel, is required at the time of appointment.

**Working Conditions:**

Most work will be completed in an office environment. However, a limited amount of fieldwork is required. Fieldwork has inherent concerns including, but not limited to, exposure to wild and domesticated animals, poisonous plants, long driving hours to survey sights, and extensive walking or hiking in very remote areas.

Positions in the Department of Agricultural Weights and Measures may require extensive fieldwork and exposure to pesticides, chemicals, dust, noise and hazardous materials. Protective clothing and equipment will be provided.

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